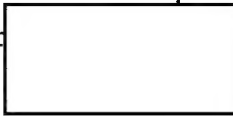


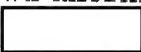
**SECRET**

6 March 1970

Mr. Bannerman via Mr. Coffey via Mr. 

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1. Recommend your signature on these three memoranda.

2. Attached for your own information is another memorandum from Mr.  outlining plans for a second Recruitment and Training Program this Fall. He suggests that OTR will probably ask for one additional instructor during this next training period.

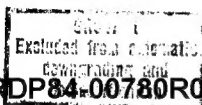
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Atts.

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FILE

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DD/S 70-0941

11 MAR 1970

MEMORANDUM FOR: Executive Director - Comptroller

SUBJECT : Experimental Program in Clerical Recruitment and Training

1. This memorandum is for information only.

2. Last Summer we undertook a special effort to recruit and train underprivileged, underqualified clerical applicants from the local area. A report on the program from the Deputy Director of Personnel for Recruitment and Placement to the Director of Personnel is attached.

3. This program represents Agency participation in the Administration's program to afford employment to those who are not ordinarily qualified for Federal service and it has been of significant benefit to the individuals who were employed. I have sent letters of appreciation to the Directors of Personnel and Training, and to Mrs. [redacted]

[redacted] of the Clerical Training Faculty/OTR who were most directly involved and are largely responsible for the success of this program.

4. Based on experience we have gained to date, another similar program is being planned for this Fall, after the peak summer training period of the Clerical Training Faculty is complete.

(signed) John W. Coffey

R. L. Bennerman  
Deputy Director  
for Support

Attachment

Memo dat 18 Feb 70 to D/Pers.  
fr Dep. Dir of Pers. for Recruitment  
& Placement, subj: Experiment Program  
in Clerical Recruitment & Trng -- Summary  
of Results

STAT

Approved For Release 2002/11/20 : CIA-RDP84-00780R003600070003-5

Approved For Release 2002/11/20 : CIA-RDP84-00780R003600070003-5

13 February 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT : Experimental Program in Clerical Recruitment  
and Training--Summary of Results

1. During April - June 1969 a special recruitment effort was made in the Northern Virginia - D. C. area to attract underprivileged, underqualified clerical applicants whose skills might be brought to useful levels through training. 91 applicants were interviewed, 45 were put in clearance, and 17 entered on duty 30 June 1969 as GS-02 trainees (all female, 16 Negro, 1 white).

2. In addition to general orientation, training was given in English usage, Typing, Filing and Office Practices. Trainees progressed at their own rate of speed and individual training time varied greatly, from a minimum of 8 weeks to a maximum of 19.

3. Of the 17 who entered training eight qualified as typists and nine did not. Two were lost through Panel disqualification and one because of maternity, leaving 14 who completed training, were assigned, and are still on duty. Of the 14, seven are typists and seven are general clerks. Six are still at GS-02, seven are at GS-03, and one is a GS-04. As it turned out, most of them came from the Alexandria area and all asked to be assigned only in the Rosslyn area for reasons of transportation. [redacted] which had a clerical shortage at the time, took thirteen and one is in the Office of Finance. We propose to reassign a few of those in [redacted] who are not quite up to the volume production requirements placed on their typists.

4. Mrs [redacted] and other members of the Clerical Training Faculty, OTR, did a magnificent job with this group. In addition to an investment of 587 instructor hours spent in teaching, they spent unmeasured hours in counseling, listening to personal problems, trying to motivate individuals and instill in them a will to succeed. What began largely as a typing

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-2-

training project became a full-fledged program to prepare disadvantaged students to be job-ready, in appearance and attitude as well as in skills. Its results, in terms of strengthening the Agency's work force, were modest; but in less tangible terms of enhanced human values, it was a gratifying achievement.



STAT

Deputy Director of Personnel  
for  
Recruitment and Placement

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DD/S 70-0942

11 MAR 1970

MEMORANDUM FOR: Director of Training

SUBJECT : Experimental Program in Clerical Recruitment  
and Training

1. The Director of Personnel has informed me of the outstanding work done by the Clerical Training Faculty/OTR during the recent experimental program to attract underprivileged, underqualified clerical applicants. I have forwarded to the Executive Director-Comptroller a copy of the attached memorandum which summarizes the results of this program and recognizes the substantial role played by OTR.

2. I know that a great deal of hard work went into this program and that its success is largely attributable to the special efforts made by the individual employees who were responsible for training and preparing this group to assume full job responsibility.

3. Please express my thanks to Mrs. [redacted] and the other members of your Staff who participated in this program. Copies of this memorandum have been forwarded to the Office of Personnel for inclusion in the Official Personnel File of each of the above ladies.

(signed) John W. Coffey

for R. L. Bannerman  
Deputy Director  
for Support

Att:

Memo dtd 13 Feb 70 to D/Pers,  
fr Dep. Dir of Pers. for Recruitment  
& Placement, Subj: Experiment Program  
in Clerical Recruitment & Trng -- Summary  
of Results

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DD/S-SOS [ ] ag (6 Mar 70)

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1 - DD/S-SOS w/o att.

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DD/S 70-0943

11 MAR 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT : Experimental Program in Clerical Recruitment and Training

REFERENCE : Memo dtd 13 Feb 70 to D/Pers, fr Dep. Dir of Pers. for Recruitment & Placement, subj: Experiment Program in Clerical Recruitment & Trng -- Summary of Results

- STAT
1. Mr. [ ] memorandum summarizing the results of our experimental program in clerical recruitment and training was of such interest to me that I have forwarded a copy to the Executive Director-Comptroller.
  2. I know that a great deal of hard work went into this program and that its success is largely attributable to the special efforts made by the individual employees involved in recruiting, training and assigning the experimental group.
  3. Please express my thanks to Mr. [ ] and the other members of your Staff who participated in this program.
- STAT

(signed) John W. Coffey

*for* R. L. Bannerman  
Deputy Director  
for Support

DD/S-SOS: [ ] (6 Mar 70)

Distribution.

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*✓* 1 - DD/S Subject *w/cy of ref*

1 - DD/S Chrono

1 - DD/S-SOS

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*me*

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 13 February 1970

1. Salary Rate Increase for Nurses: The Civil Service Commission has authorized higher rate schedules for nurses in the Federal service in the Washington area. This salary increase will apply to nurses in grades GS-05 through GS-08 in this Agency.

2. Air Force TDY: [redacted] Air Force Branch, MMFD, and

[redacted] visited the 1130th Aerospace Technical Development and Training Group, Edwards Air Force Base, California last week. The purpose of this trip was to provide assistance to members of the group on military personnel matters.

3. Religious Services: Religious services were held on Ash Wednesday, 11 February 1970, in the Headquarters Auditorium. 575 employees attended the Catholic Mass and 250 employees attended the Protestant services.

4. Experimental Program: Attached is Mr. [redacted] report concerning the success achieved in an experimental program in clerical recruitment.

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

Att.

Distribution:

O&Z - Addressee

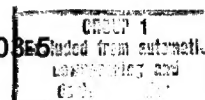
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1 - D/Pers Subj File

1 - D/Pers Chrono

OD/Pers/ [redacted] :mtw (16 Feb 70)

SECRET



13 February 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT : Experimental Program in Clerical Recruitment and Training--Summary of Results

1. During April - June 1969 a special recruitment effort was made in the Northern Virginia - D. C. area to attract underprivileged, underqualified clerical applicants whose skills might be brought to useful levels through training. 91 applicants were interviewed, 45 were put in clearance, and 17 entered on duty 30 June 1969 as GS-02 trainees (all female, 16 Negro, 1 white).

2. In addition to general orientation, training was given in English usage, Typing, Filing and Office Practices. Trainees progressed at their own rate of speed and individual training time varied greatly, from a minimum of 8 weeks to a maximum of 19.

3. Of the 17 who entered training eight qualified as typists and nine did not. Two were lost through Panel disqualification and one because of maternity, leaving 14 who completed training, were assigned, and are still on duty. Of the 14, seven are typists and seven are general clerks. Six are still at GS-02, seven are at GS-03, and one is a GS-04. As it turned out, most of them came from the Alexandria area and all asked to be assigned only in the Rosslyn area for reasons of transportation. [ ] which had a clerical shortage at the time, took thirteen and one is in the Office of Finance. We propose to reassign a few of those in [ ] who are not quite up to the volume production requirements placed on their typists.

4. Mrs. [ ] and other members of the Clerical Training Faculty, OTR, did a magnificent job with this group. In addition to an investment of 587 instructor hours spent in teaching, they spent unmeasured hours in counseling, listening to personal problems, trying to motivate individuals and instill in them a will to succeed. What began largely as a typing

ADMINISTRATIVE

INTERNAL USE ONLY

-2-

training project became a full-fledged program to prepare disadvantaged students to be job-ready, in appearance and attitude as well as in skills. Its results, in terms of strengthening the Agency's work force, were modest; but in less tangible terms of enhanced human values, it was a gratifying achievement.



STAT

Deputy Director of Personnel  
for  
Recruitment and Placement

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W.F. - pls  
Words TWC

24 FEB 1976

Will get original  
+ think about  
ending Explan  
+ Complimenting  
L.P. & O.T.K.

Plus deciding  
about further  
actions like this

ATTACHED  
MAY  
2/26/76

**ADMINISTRATIVE  
INTERNAL USE ONLY**

13 February 1970

**MEMORANDUM FOR:** Director of Personnel

**SUBJECT :** Continuation of the Experimental Program  
in Clerical Recruitment and Training

**REFERENCE :** Memo dtd 8 Apr 69 to D/Pers fr DD/Pers/R&P,  
"An Experimental Program in Clerical  
Recruitment and Training"

1. The referent program was implemented last summer with your approval. Our evaluation of the results of that program indicates that the considerable effort involved was well justified. Eight of the 17 participants qualified as typists and were assigned as such while nine were assigned to other clerical duties. Fourteen of the 17 participants are still on duty. Overall, the program made a significant contribution toward raising the employability of these underprivileged participants.

2. We plan to operate a similar but slightly modified program this year.

(a) Our experience suggests that a group of 10 or 12 participants would be better for training and management purposes.

(b) We plan to recruit again in nearby Northern Virginia and in D. C.

(c) We will apply essentially the same selection criteria we used last year.

(d) The program of instruction will have the same objectives and will be modified as appropriate in the light of our experience last year.

(e) We propose to conduct the training in the autumn rather than during the peakload summer months when the training staff is fully occupied.

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-2-

3. The Chief, Support School/OTR is agreeable to continuing this program even though it will place a significant demand on his resources. I think we should anticipate that his Clerical Training Faculty may need some additional assistance, in the form of a contract instructor, during the period of training. Mr. [ ] will discuss the program with the Director of Training next week and will ask his concurrence. Unless you or Mr. Cunningham see some objection, we will develop the program along the lines indicated.

[ ]

Deputy Director of Personnel  
for  
Recruitment and Placement

Approved:

[ ]

Robert S. Wattles  
Director of Personnel

16 FEB 70  
Date

Distribution

Original & 1 - D/Pers  
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1 - C/SPD  
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DD/Pers/R&P/[ ] (13 February 1970)

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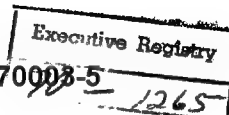
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TRANSMITTAL SLIP		DATE
TO: Executive Director-Comptroller		
ROOM NO. 7E12	BUILDING Hq	
REMARKS:		
FROM: Deputy Director for Support		
ROOM NO. 7D18	BUILDING Hq	EXTENSION <input type="text"/>
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)

STAT



ADMINISTRATIVE — INTERNAL USE ONLY

DD/S 70-0941

11 MAR 1970

STAT

MEMORANDUM FOR: Executive Director-Comptroller



SUBJECT : Experimental Program in Clerical Recruitment and Training

1. This memorandum is for information only.

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3. This program represents Agency participation in the Administration's program to afford employment to those who are not ordinarily qualified for Federal service and it has been of significant benefit to the individuals who were employed. I have sent letters of appreciation to the Directors of Personnel and Training, and to Mrs. [redacted]

STAT

[redacted] of the Clerical Training Faculty/OTR who were most directly involved and are largely responsible for the success of this program.

4. Based on experience we have gained to date, another similar program is being planned for this Fall, after the peak summer training period of the Clerical Training Faculty is complete.

STAT



*R. L. Bandler*  
R. L. Bandler  
Deputy Director  
for Support

Attachment

Memo dtd 13 Feb 70 to D/Pers,  
fr Dep. Dir of Pers. for Recruitment  
& Placement, subj: Experiment Program  
in Clerical Recruitment & Trng -- Summary  
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ADMINISTRATIVE — INTERNAL USE ONLY

13 February 1970

MEMORANDUM FOR: Director of Personnel

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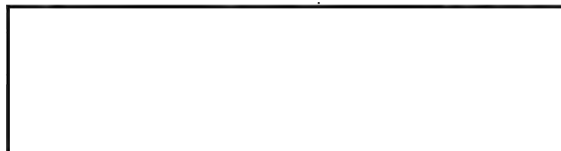
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-2-

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STAT

Deputy Director of Personnel  
for  
Recruitment and Placement

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**INTERNAL USE ONLY**

ADMINISTRATIVE — INTERNAL USE ONLY

DD/S 70-0941

11 MAR 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Experimental Program in Clerical Recruitment  
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[redacted] of the Clerical Training Faculty/OTR who were most directly involved and are largely responsible for the success of this program.
4. Based on experience we have gained to date, another similar program is being planned for this Fall, after the peak summer training period of the Clerical Training Faculty is complete.

(signed) John W. Coffey

R. L. Bennerman  
Deputy Director  
for Support

Attachment

Memo dtd 13 Feb 70 to D/Pers,  
fr Dep. Dir of Pers. for Recruitment  
& Placement, subj: Experiment Program  
in Clerical Recruitment & Trng -- Summary  
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EYES ONLY

DD/S 70-0945

FILE *Personal* 15  
6 March 1970

MEMORANDUM FOR THE FILE

E-X-T-R-A-C-T

"1. DD/I reported on his trip to the West Coast. He noted that economic pressures are evident and serious all over the West Coast. He also noted that young PhD's in various sciences are having difficulty finding jobs upon completion of their studies - this he got from representatives of industry and the President of Stanford University. He also noted the surprise at the dramatic growth of Phoenix as an electronic center stimulated principally by Motorola."

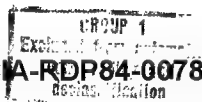
E-X-T-R-A-C-T

A-DD/S:JWC:llc (6 March 1970)

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- O - D/P
- A* - DD/S Subject
- 1 - DD/S Chrono ref sht

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*assume that OP will  
not act authoritatively*



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**CONFIDENTIAL**

DD/S 70-0478

Approved For Release 2002/11/20 : CIA-RDP84-00780R003600070003-5

Executive Registry  
70-571

MEMORANDUM FOR: Director of Personnel

4 FEB 1970

SUBJECT : Personnel Recruitment and Utilization Under Reduced Ceilings

REFERENCES :

FILE

Personnel 15

1. Increasingly stringent ceiling controls require close husbanding of the Agency's personnel assets.

2. Agency regulations provide in the cited references that the Director of Personnel shall, in meeting the requirements of the various components, first consider employees for internal transfer and only secondly turn to external recruitment. I recognize why this responsibility has not been vigorously pursued in the past but now consider it imperative that every effort be made to fill vacancies by internal transfer. I have reviewed with the Deputy Directors the constraints we now face, and they are in complete agreement that we must make full use of our current assets before undertaking external recruitment. They believe it is critically important also that all employees understand that this is an Agency-wide problem and they will personally insure that no onus falls on any employee who believes his transfer within the Agency would be to the Agency's and his best interests. You shall therefore immediately undertake to screen all requirements of each Agency component against the qualifications of employees assigned to all other components. Currently, you should concentrate on movement out of those components suffering serious strength overages. You should, however, consider any transfer it appears would result in a net gain in Agency capability. While the second reference provides for consultation with the individual and Heads of the Career Services concerned, this does not preclude your taking the initiative for such changes of assignment and Career Service.

3. To assure maximum effectiveness of this program, Personnel Officers of all Agency components should be provided appropriate lists of vacancies for which internal candidates would be desirable. Such lists will serve two purposes. They will aid Personnel Officers, particularly in components with overages, to identify individuals in their organizations who may be qualified for these vacant positions. Secondly, they will provide for self-identification by individual employees who desire consideration for reassignment. To give immediate impetus to this program and to be sure all employees are advised, I suggest issuance of an Agency notice. That notice should include the fact that it is the opinion of the Deputies that the program will be supported to the extent of sponsoring additional training where refreshing or updating of a basically qualified individual is necessary.

/s/ L. K. White

L. K. White  
Executive Director-Captroller

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**CONFIDENTIAL**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

25X1

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